

California Energy Commission



CLASSIFICATION: Staff Information Systems Analyst (Spec)
TENURE: Permanent
TIME BASE: Full Time
SALARY: \$5,295-\$6,963
LOCATION: Information Technology Services – Web Team, Sacramento
FINAL FILING DATE: UNTIL FILLED

The California Energy Commission is looking for a talented and experienced web development person with good leadership skills to act as the Assistant Webmaster. You'll be involved in the helping lead the Web Development Team for daily operations as well as planning efforts. The Energy Commission's web presence is a key part of communicating its mission and multitude of energy initiatives to a wide array of audiences and stakeholders. If you are enthusiastic about web publishing, supporting positive efforts, and being a part of an evolving IT team, we want you to join us!

DUTIES/RESPONSIBILITIES: Under the general supervision of the Webmaster/Web Development Team Supervisor, the Staff Information Systems Analyst (Specialist) participates in the planning of web content and acts as technical liaison with non-technical staff, ensuring during planning stages that projects result in best-practices solutions and support the Commission's adaptations of approved State of California web templates. The incumbent works independently at the advanced web developer and team lead level to publish content and update existing web pages and associated files in the appropriate format on various Energy Commission websites. The incumbent coordinates web content updates with program area staff and management and routinely completes assignments within legal and business deadlines.

The incumbent acts as the Energy Commission's Assistant Webmaster by working in close consultation with the Webmaster, the Information Technology Services Branch (ITSB), and Energy Commission management, coordinating with the Webmaster and other team members to prioritize and schedule work and ensure that deadlines are met. The incumbent also assumes the role of acting Web Team leader and point person in the absence of the Webmaster and assists the Webmaster with long-term strategic web development planning and prioritization.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have

- The successful applicant should have an extensive background in website planning, design, functionality, and administration.
- Excellent interpersonal skills to interact with staff and management along with solid written and verbal communication abilities are essential.
- Experience with Windows and Macintosh desktop computers and their productivity software, web authoring and production tools (including the Adobe Suite, BBEdit, and FTP), and accessibility requirements under the American with Disabilities Act are necessary.
- Experience with publishing systems, Linux operating system, MySQL, PHP, listserve, and other development software is needed.
- An understanding of Application Development on the Microsoft SQL and servers environment would be helpful.

WHO MAY APPLY:

Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate in this classification or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA / SURPLUS / REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter.

Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. **Clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus/Reemployment, reinstatement, etc.), RPA #210-032 and Position #535-210-1312-021 in the explanation section of the STD. 678.** Applications will be screened for experience and only the most qualified will be contacted for an interview.

Please Note: Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

California Energy Commission
Personnel Services (RPA #210-032)
1516 Ninth Street, MS 3
Sacramento, CA 95814
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personnelservices@energy.ca.gov

California Relay (Telephone) Service – TDD Phones: 1-800-735-2929 and Voice Phones: 1-800-735-2922

